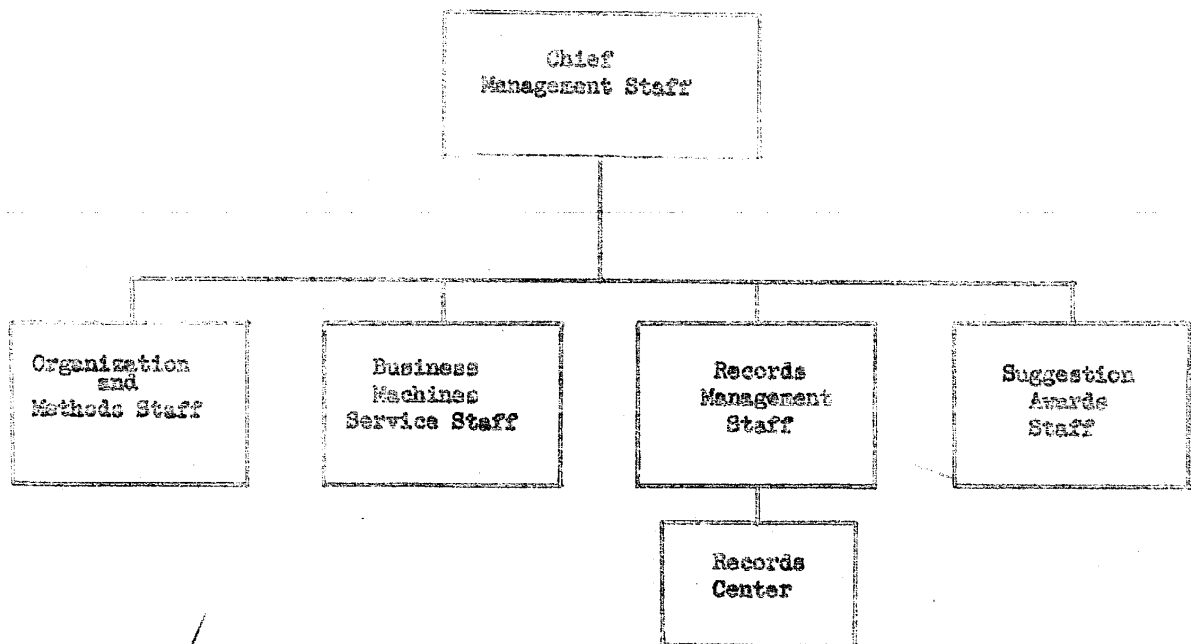


Rec. Mgmt.  
1-2-62

MANAGEMENT STAFF



15 August 1958 ✓

S-E-C-R-E-T

MANAGEMENT STAFF

FUNCTIONAL STATEMENT

Office of the Chief

The Chief of the Management Staff administers the Agency's Management Program, develops and recommends plans, programs, policies, and procedures designed to improve management and efficiency throughout the Agency; and renders appropriate support and advice related thereto.

Organization and Methods Staff

Conducts studies of organization, functions, systems, and methods; reviews and coordinates proposals for changes in Tables of Organization and personnel ceilings; provides management consulting service to all elements of the Agency; conducts research on management techniques and disseminates resultant information throughout the Agency.

Business Machines Service Staff

Business Machines Service acts on an Agency-wide basis as technical advisor on the application and utilization of business machines and related equipment; approves purchase or lease of new equipment; conducts research in relation to new machines, techniques and applications and makes recommendations arising therefrom.

Records Management Staff

The Records Management Staff administers the Agency's Records Management Program involving the creation, maintenance, use and disposition of records; Correspondence Management; Reports Management; Forms Management; Records Systems; File Standards; Records Disposition including operation of the Agency Records Center; and Vital Materials including technical supervision of the Vital Materials Repository.

Records Center (Field Activity) - The Records Center receives, stores and protects retired records; provides reference services on stored records; destroys records in accordance with approved Records Control Schedules and preserves records of permanent or long retention value.

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*Revised  
22 July 1959  
See Appropriation  
for new statement.*

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MANAGEMENT STAFF

FUNCTIONAL STATEMENT (Cont'd)

Suggestion Awards Staff

The Staff, under the policy guidance of the Agency Suggestion Awards Committee, is responsible for the execution of the Agency's Suggestion Awards Program which was established in compliance with Title III, Public Law 763, 83rd Congress. This program is designed to encourage the participation of Agency employees in improving the efficiency and economy of Government or Agency operations; to reward employees individually or in groups for their suggestions, inventions, or other personal efforts which contribute to efficiency, economy, or other improvement in Government or Agency operations.

MMT-2  
15 August 1958

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